



<https://jobquest.jobsworld.com/job/blinkit-recruitment-2023-2-years-experience-required-receptionist-post/>

## Blinkit Recruitment 2023 – 2+ Years Experience Required – Receptionist Post

**Hiring organization**  
Blinkit

### Job Location

India  
Remote work possible

**Date posted**  
June 22, 2023

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**Valid through**  
30.09.2025

### Base Salary

Rs. 12,000 - Rs. 25,000

APPLY NOW

### Qualifications

BA, BS, Graduate

### Employment Type

Full-time

### Experience

2+ Years Experience Required

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### Description

## Blinkit Recruitment 2023

**Job Title:** Receptionist

**Department:** Office Administration

**Reports To:** Office Manager

### Summary:

The Receptionist is responsible for providing front-desk administrative and customer service support to Blinkit's office. This includes greeting and directing visitors, answering phone calls, and handling administrative tasks. The Receptionist also performs other duties as assigned.

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### Blinkit Jobs For Freshers

**Responsibilities:**

- Greet and direct visitors to the appropriate departments or individuals.
- Answer phone calls and provide information to callers.
- Handle administrative tasks such as filing, data entry, and scheduling appointments.
- Maintain a professional and welcoming atmosphere at the front desk.
- Other duties as assigned.

**Skills:**

- Excellent customer service skills.
- Excellent communication skills, both written and verbal.
- Proficient in Microsoft Office Suite.
- Ability to work independently and as part of a team.
- Ability to remain calm and professional in stressful situations

**Important Links** **Find the Link in [Apply Now](#) Button**

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